

2021-2022

***PORT JERVIS CITY
SCHOOL DISTRICT***

A PLAN FOR SUCCESS AND SAFETY



Revised August 21, 2021

Introduction and Overview

The Port Jervis CSD Reopening Plan is designed to provide a comprehensive guideline for the 2021-2022 school year for Port Jervis Schools for our students, faculty and staff. This plan is contingent on continued compliance and adherence to guidance and direction from state and local health departments, and the NYS Education Department. All portions of this plan will remain fluid and will be reviewed, as needed. **The central tenet of this plan remains to ensure the protection of the health and social-emotional well-being of our students, their families, and our staff, while providing the optimal instructional model.**

The optimal instructional model maximizes in-person learning, in the school buildings, five days per week. To this end, the Port Jervis City School District's Plan will follow all CDC, NYS Department of Health, Orange County Department of Health, and NYS Education Department guidelines. *As a result, the instructional model for the opening of the 2021-2022 school year will be in-person learning, each day school is in session. Hybrid and/or remote learning models will not be offered.* Should conditions warrant a change in this protocol, i.e. a school closure the plans will adjust to continue to provide the optimal instructional model based on the circumstances.

Attendance

Attendance is an essential component of academic success. All students will be scheduled for five days per week of in-person instruction. Attendance will be recorded each school day. Acceptable reasons for absences from school are detailed in our district's Code of Conduct and Student Handbooks.

Home Instruction for Quarantined and Approved High-Risk Medical Students

Students that are determined to be a **close contact due to exposure in the school setting or at a school function** will be provided with Home Instruction. This instruction (two hours per day for secondary students, one hour per day for elementary students for each day of quarantine) will take place using the Google Suite for Education.

Students that have a disability or high-risk medical condition that would prohibit a safe return to in-person instruction should contact their building administration to request the necessary documentation for this accommodation of Home Instruction to be considered. This instruction (two hours per day for secondary students, one hour per day for elementary students for each day school is in session) will take place using the Google Suite for Education.

Communication Protocol

The following are among the modalities that will be used to communicate pertinent information and updates:

- District Website : www.pjschools.org
- District-wide Phone Calls
- District-wide Emails

- Letters
- Social Media - Facebook and Twitter
- Board of Education Meetings
- Google Meets

As information or guidance may be disseminated in a manner that requires a rapid response or quick change, parents and guardians are encouraged to review their contact information, mailing address, phone numbers, and email addresses to ensure efficient and effective communication.

Health and Safety

To ensure protocols that meet and exceed guidelines from the applicable health professionals, Port Jervis City School District will collaborate with district medical staff, including the school physician, as well as the NYS and Orange County Departments of Health.

The following checklist is being utilized to best prepare for the 2021-2022 school year.

Equipment Availability

- Each school building will have sufficient protective equipment to comply with NYS Department of Health guidance for students and staff appropriate for each classification or duty. A plan for inventory control and replenishing supplies has been established.
- Infrared Temperature Scanners have been installed in each school building and will be used to screen students during their arrival to school each day.

Cleaning Supply Availability

- Cleaning and disinfecting protocols will conform with CDC guidance.
- Port Jervis CSD has an ample supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.
- Each classroom and office will have hand sanitizer and disinfectant wipes readily available for all students and staff members. Students will use hand sanitizer upon entering and when exiting classrooms.

Identification of the COVID-19 Safety Coordinator

- Michael Rydell, Superintendent of Schools, will serve as the COVID-19 Safety Coordinator.

Screening

Students - Entering Campuses

- Parents/Guardians will be asked to screen students before they leave for school. Screening will include checking for temperature above 100 degrees Fahrenheit, symptoms of COVID-19, and/or if the student(s) had close contact with a person diagnosed with COVID-19. Parents/guardians will be instructed to keep the student home in the event of a positive to any portion of the screening points and to notify the school at the earliest opportunity.

- All students boarding a school bus will be greeted by the bus driver/monitor. The greeting will include confirmation that the student is properly wearing a mask.
- Upon arrival at the school, all students will have their temperature checked as they enter the school building. Any student exhibiting symptoms of COVID-19 or having a temperature reading over 100 degrees Fahrenheit will be immediately referred to the nurse.

Students - Entering Classrooms

- Supervisory personnel, i.e. teachers will report any student they suspect having symptoms of COVID -19 to the school nurse. The supervisory personnel will notify the nurse prior to sending the student to the designated location.

Response Protocols for Suspected or Confirmed Cases of COVID-19

Protocols for Suspected Cases of COVID-19

If a student is symptomatic while entering campus or during the school day

- Students/staff who develop symptoms of illness while at school will be physically distanced or separated from others immediately.
- Each school building will have a designated location that is separate from other students. This room will allow for maximum physical distancing, if needed. This location will be supervised by school personnel when occupied.
- Staff or the parents of applicable students will be advised that they are not to return until they have met CDC criteria. [CDC Flowchart](#)

Protocols for Positive COVID-19 Cases

In accordance with NYS Department of Public Health guidance, when a student, teacher, or staff member or a member of their household **tests positive** for COVID-19 and has potentially exposed others at the school the following steps will be implemented:

- The District will contact the Orange County Department of Health.
- In consultation with health officials, the individual will be isolated from the school building until cleared for return.
- School officials will determine all individuals that may have been exposed to the student, staff member, or teacher.
- School officials will determine all areas of the educational setting that may have been exposed including but not limited to school transportation, offices, classrooms, and restrooms.
- The District will follow all directives and guidance from the Department of Health and School Physician. These protocols may include isolation of other students and/or staff members that may have been exposed and the temporary closing of office or classroom spaces until cleaning and disinfecting procedures are complete.
- The plan for the continuation of instruction, medical, food distribution, and support services will be communicated to any individuals that are in isolation.
- [CDC Flowchart](#)

Potential Symptoms of COVID-19

In accordance with NYS Department of Public Health guidance, when a student, teacher, or staff member is reporting, suspected of, or exhibiting symptoms of COVID-19 and has potentially exposed others at the school the following steps will be implemented:

- Any students or staff exhibiting symptoms will be required to immediately wear a face covering.
- The individual will be referred to the school nurse (Registered Nurse) and will be immediately separated from others.
- The individual will be isolated until able to leave the premises.
- Contact tracing protocols will be initiated.
- The District will contact the Orange County Department of Health.
- School officials will contact the parents/guardians, if applicable.
- School officials will follow all directives and guidance from the Department of Health and School Physician.
- The plan for the continuation of instruction and support services will be communicated to any individuals that are in isolation.

Return to School after Illness

- [CDC Flowchart](#)

Staff Protective Equipment

- Staff will wear masks when inside the school buildings. Staff will be permitted to remove their mask when outdoors.
- Port Jervis CSD will provide masks if the employee does not have a clean face covering.
- Port Jervis City School District will provide other protective equipment, as appropriate for work assignments.

Student Protective Equipment

- Masks are required while inside the school building and on school transportation. Masks are not required when outdoors.
- Port Jervis CSD will provide masks if the student does not have a clean face covering.

Physical Distancing/Social Distancing

Port Jervis CSD has defined how staff can observe physical distancing recommendations, yet meet student medical, personal, or support needs. Port Jervis CSD will review all spaces and facilities to be utilized in order to maintain the health and safety of students and staff, especially when tending to individual student medical or personal needs.

- Movement throughout the building, as well as during entrance and exit of the school building will be coordinated to provide for adherence that meets or exceeds physical distancing parameters.
- Physical distancing guidelines will be followed in all locations inclusive of faculty rooms, cafeterias, corridors, and restrooms.

- Signage will be placed throughout the school buildings reminding all of the requirements for social/physical distancing and use of face coverings.

Cleaning and Disinfecting Protocols

- Port Jervis CSD will maintain overall cleanliness standards that meet or exceed recommendations and directives from local, state, and federal health officials.
- In accordance with CDC and NYSED guidance, limiting the sharing of personal items, objects, and equipment and avoiding sharing of electronic devices, toys, books, and other games or learning aids will be implemented to the greatest extent possible.
- Disinfecting surfaces such as:
 1. Desks and tables
 2. Chairs
 3. Seats on buses
 4. Keyboards, phones, headsets, copy machines
- Disinfecting frequently—at least daily—high-touch surfaces, such as:
 1. Door handles
 2. Handrails
 3. Drinking fountains
 4. Sink handles
 5. Restroom surfaces

Additional Considerations and Assurances

Signage

Port Jervis City School District will place appropriate signage and markings throughout offices and buildings to remind staff, students, families, and visitors to maintain physical distancing, wash hands adequately, wear masks, and best practices for mitigating the spread of COVID-19. Port Jervis City School District will use signage developed by the Centers for Disease Control, NYS Department of Health, Orange County Department of Health, NYS Education Department and create new signs where appropriate.

Outside Visitors, Vendors, and Groups

- Access to the school building will be limited to all visitors, including parents, guardians, vendors, outside agencies, and contractors.
- Nonessential visitors will be limited to the vestibule in each of the buildings.
- A log of all visitors and locations visited will be maintained by each school building.
- All visitors will be required to wear a face covering for the duration of their visit to the school building.
- Ensure external community organizations that use the facilities also follow the school's health and safety plans and NYS Department of Health guidance.
- Review facility use agreements and establish common facility protocols for all users of the facility.

Before and Afterschool Programs

All before school programs, i.e. YMCA, will follow all procedures and protocols including but not limited to the cohort model, face cover guidance, and social/physical distancing as outlined in the Port Jervis City School District Plan.

Child Nutrition / Food Service

- **Access**
 - All students will have equal access to breakfast and lunch meals at no cost through the Port Jervis City School District each school day for the 2021-2022 school year.

- **Applicable Health and Safety**
 - All food service employees will be required to follow proper hand washing protocol, as well as wear approved, school provided gloves and face coverings at all times while in the kitchen, preparing or handling meals or food items, during the serving and/or delivering of meals, or in the school cafeteria.

- **Consumption of Meals**
 - Physical distancing will be maximized during meals and mask breaks to the greatest extent practicable.
 - Sharing of food and beverages will not be permitted.

Transportation

Student transportation will be provided to all students that are entitled to bus transportation as per the Port Jervis City School District Policy.

- Cleaning and disinfecting protocols will conform with CDC guidance.
- Students will be asked to utilize hand sanitizer or preferably properly wash their hands prior to arriving at the bus pick up location.
- While operating or riding on a school bus that will pick up or is transporting students, all bus personnel will wear a face covering. All transportation personnel will be trained on the proper use of personal protective equipment for their use and for monitoring compliance among students. Face coverings and gloves will be provided to all transportation personnel.
- All transportation personnel will be trained on recognizing the signs and symptoms of COVID-19 and Port Jervis City School District protocols for responding to suspected cases of COVID-19.
- All students will be required to wear a mask at all times during bus transportation. If a student arrives at a bus stop without a mask, the bus driver or monitor will provide a District provided face mask for the student to use. Exceptions to the requirement of wearing a mask during bus transportation include students with a disability that would prevent them from wearing a mask. Such instances will be documented and communicated to all essential personnel.
- All protocols for transportation will be in effect for in-district transportation, as well as out-of-district transportation regardless of the status of the Instructional Phases.

Social-Emotional Learning

The importance of social and emotional well-being of the students, faculty, and staff is paramount in the operations of the Port Jervis City School District. As a result of the pandemic, this ideal is amplified. To meet the needs of the stakeholders in our school district, inclusive of family members, a comprehensive plan for preparing for the upcoming school year coupled with the ongoing needs and supports have been established. This plan includes, but is not limited to:

- Each school building has a full-time school counselor, school psychologist, and school social worker to provide support, programs, and services to our students and their families.
- In response to the potential need for additional support, as well as to ensure a district-wide approach to providing support, education, and resources, an additional Social Worker position was added for the 2021-2022 school year.
- Port Jervis City School District will continue to partner and collaborate with county and community-based mental health service providers and continue to utilize the referral protocols to said entities.
- Port Jervis City School District school buildings have established CORE Teams composed of the service providers, administrators, and faculty as a means of reviewing and addressing emergent concerns, as well as planning for long term programs and initiatives.
- Social and Emotional Learning activities were implemented daily during the summer school program. This concept of integrating SEL will continue throughout the 2021-2022 school year.

Technology and Connectivity

As a result of the remote components of the Instructional Phases in the Port Jervis City School District Reopening Plan, the technology and connectivity available for our students and faculty are essential for the efficacy and fidelity of the plan. To this end, the Port Jervis City School District has a comprehensive plan to ensure equity in access and the provision of the tools and resources necessary for success.

- All students in grades K-12 will have access to a Chromebook provided by the Port Jervis City School District.
- All students in grades 7-12 were provided with a Port Jervis City School District email address for increased access to resources.
- All students in K-12 have a single sign-on platform to access classroom and learning applications to provide a simplified approach to accessing these resources.
- Students that do not have access to internet services at their residence will be provided with a portable hotspot.
- Surveys will be administered following the opening of the school year, and following the first marking period to monitor student access and mechanisms that need improvement to continue to provide the optimal learning opportunities for all students.
- Extensive professional development has been and will continue to be provided to faculty and staff in the realm of effective use instructional technology modalities. This includes utilizing the expertise of consultants, a district-wide instructional technology position, and an online professional development platform that can be accessed regardless of the status of the Instructional Phases.

Communication / Family and Community Engagement

Port Jervis CSD has partnered with stakeholders, including families, staff, and partners in the school community, to develop and implement the plans in the Reopening Plan. In addition to parents, faculty, staff, and administration, the committee was composed of Board of Education members, medical professionals, local police, Orange County Department of Health personnel, and a representative from Cornell Cooperative Extension's Community Nutrition Educator program.

Inclusive in the plan are modalities to communicate with staff, students, and parents about COVID-19-related protocols, including:

- Proper use of PPE
- Cleaning and Disinfection Protocols
- Transmission of Virus Prevention and Mechanisms
- Guidelines for families about when to keep students home from school
- Protocols for self-reporting symptoms
- Expectations for screening for symptoms prior to arrival at school buildings or riding the bus
- Professional development that will be offered in the realms of instruction, social & emotional wellness, instructional technology, and COVID-19 specific information and protocols

Communication with stakeholders will continue through the following modalities:

- District website with a designated link for COVID-19/School Reopening Updates
- Letters to Parents/Guardians, Faculty, and Staff
- Ongoing training/professional development with students, faculty and staff on best practices
- Regular phone messages and emails to parents and students regarding important updates and continued reminders of proper protocols
- Signage throughout the school buildings on all pertinent topics to the safe reopening of schools
- Resources for childcare, health & wellness, nutrition program, and instructional program

Facilities - Assurances

- There are no planned changes or additions to the facilities in this plan.
- The Building Condition Survey for the Port Jervis City School District is scheduled 2024.
- Water Testing for Lead will proceed as normally scheduled.
- Alcohol-based dispensers will be distributed and located throughout the campuses in a manner that meets or exceeds FCNYS 2020 Section 5705.5.
- There are no planned installations of dividers in classrooms, libraries, cafeterias, auditoriums, or gymnasiums.
- Port Jervis City School District does not have any plan to lease property at this time.
- The use of tents is not part of the Reopening Plan.
- The number of toilets and sinks will meet or exceed BCNYS standards while also ensuring social / physical distancing.
- The number of drinking fountains in the school buildings will meet or exceed the

necessary criteria.

- The Port Jervis City School District does not have any plans for project submissions dedicated to COVID-19.
- Any separators that are employed in classrooms or office spaces will be composed of polycarbonate, with no plastic separators being used.
- Ventilation in school buildings will comply with guidelines with fresh air being introduced at a rate of 50% from the ventilation system. Increased replacement of filters and regular maintenance checks will be conducted until further notice. Increased fresh air will be introduced for circulation through the opening of windows at all practicable times.

Professional Development

Port Jervis City School District Professional Development offerings will include:

- Disinfecting frequency and tools and chemicals used in accordance with New York State Department of Health guidelines. For staff who use chemicals for cleaning, specialized training is provided.
- Physical distancing of staff and students.
- Symptom screening, including temperature checks.
- Signs of mental health stress in co-workers and protocols.
- Signs of mental health stress in students and protocols.
- Character Education
- Instructional technology resources.

APPENDIX -HEALTH AND SAFETY RESOURCES

COVID Resources from the NYS Department of Health

<https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19>

<https://coronavirus.health.ny.gov/home>

COVID REsources from the Orange County Department of Health

<https://occovid19.ochealthinfo.com/coronavirus-in-oc>

<https://occovid19.ochealthinfo.com/oc-health-care-agency-covid-19-data-frequently-asked-questions>

CDC Decision-Making Tree

Visit

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf> for guidance on reopening decisions.

Campus Access

[CDC: What to Do If You Are Sick](#)

[CDC: People Who Are at Higher Risk for Severe Illness](#)

Hygiene and PPE

[CDC: Hygiene Practices](#)

[CDC: Using Personal Protective Equipment \(PPE\)](#)

[CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

Cleaning and Disinfecting

[EPA: 6 Steps for Safe and Effective Disinfectant Use](#) [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

[Vehicle Cleaning- CDC: Cleaning and Disinfecting Your Facility Guidelines](#)

Communication with Students, Parents, Employees, Public Health Officials, and the Community

[CDC: Criteria to Discontinue Home Isolation](#)

[CDC: Public Health Recommendations for Community-Related Exposure](#)

Social and Emotional Support Resources

<https://campussuite-storage.s3.amazonaws.com/prod/1558562/da7ff762-7a28-11e8-98e1-0ac498f040b0/2066851/743a10b6-6561-11ea-a18b-0a30d927301f/file/SocialEmotionalResourcesforfamilies.pdf>

Distance Learning Resources

<https://campussuite-storage.s3.amazonaws.com/prod/1558562/da7ff762-7a28-11e8-98e1-0ac498f040b0/2079817/e16b7d5e-79df-11ea-9d0f-0a837952b7d7/file/DistanceLearningResources.pdf>